

# nuix training

---

## **NUIX DISCOVER END USER ONE DAY · INSTRUCTOR LED CLASS**

The Nuix Discover End User certification class is designed to introduce students to Nuix Discover basics for review and search, including the following:

- Navigate Nuix Discover and browse document sets
- Perform quick and advanced searches
- Work with review assignments and document views
- View, annotate, and code documents
- Work with produced documents
- Print and report

Students will be enrolled in the Nuix Discover End User exam. The Nuix Discover End User is a requisite class for the Nuix Discover Certified Master pathway.

## MODULE 1: COURSE INTRODUCTION & GETTING STARTED

- Class introductions
- Course objectives
- Log in and Case Selection
- Discover Online Help

## MODULE 2: NAVIGATING DISCOVER & BROWSING DOCUMENT SETS

- Navigation Toolbar
- Case Home Page
- Discover Security Roles Overview
- Browse
- Workspaces
- Document Options
- List Pane
  - Column Templates
  - Column Headings
- Browse Pane

## MODULE 3: PERFORMING QUICK SEARCHES

- Search Preferences
  - Sources and Attachments
  - Line Numbers
- Quick Search
  - Search Options
  - List Pane
  - View Pane

- Search File Upload
  - File Format
  - Results Page
  - Not Found

## MODULE 4: PERFORMING ADVANCED SEARCHES

- Search Page
  - Create Search Query
  - Search Parameters
  - Search Menu

## MODULE 5: WORKING WITH REVIEW ASSIGNMENTS

- Review Setup Overview
  - Workflow/Phases
  - Teams
  - Assignments
  - Validation Criteria
- Assignments
  - Case Home Page
  - Documents Page
  - Open Assignment

## MODULE 6: VIEWING, ANNOTATING & CODING DOCUMENTS

- View Pane
  - Formatted/Unformatted Content
  - Office Online Viewer
  - Image Viewer

- Single Coding
  - Active Quick Code
  - Binders
  - Issues
  - Templates
- Mass Coding
  - Active Quick Code
  - Binders
  - Issues
  - Templates
  - Mass Code Field

## MODULE 7: WORKING WITH PRODUCED DOCUMENTS

- Search Preferences
  - Renditions
- List Pane
  - Produced Document ID
- View Pane
  - Formatted/Unformatted Content
  - Image Viewer
  - Document ID Menu
- Coding/Conditional Coding Pane
- Tools Menu
  - Base docs / Renditions

## MODULE 8: PRINTING & REPORTING

- Print
  - View Pane Menu
  - List Pane
- Report
  - Tools Menu
  - List Menu

For a complete listing of scheduled courses, please visit: [nuix.com/training](https://nuix.com/training)



Nuix understands the DNA of data at enormous scale. Our software pinpoints the critical information organizations need to anticipate, detect, and act on risk, compliance, and security threats. **To learn more visit [www.nuix.com](https://www.nuix.com).**

### APAC

Australia: +61 2 8320 9444

### EMEA

UK: +44 203 934 1600

### NORTH AMERICA

USA: +1 877 470 6849